

1268
1268.d 49.
1-3

Pinnet's
SHORT-HAND
Perfected,
Containing
Plain and easy Examples,
AND
Instructions for Learning it.

Nemini cedit.

Eccles. IX. 10.

h L 4 2 6 6 6 1 1 L ~
d 3 1 0 2 3 1 2 3 4 5 6 7 8 9 10 11 12

L O N D O N.
Printed & Sold by J. SMEE TON, in St. Martin's Lane,
near Charing-Cross.

Entered into the Stationers Hall-Book.



Alphabet

Parts of words

∖	a	an
/	b	be
∖	c	see, sea
	d	did, dead
-	e	the
J	f	if
)	g	God
)	h	have
-	i	I
)	j	Jesus
c	k	Christ
∖	l	will
∖	m	him
∖	n	in
o	o	not
f	p	
(	qu	quest
)	r	are
/	s	is
	t	it
∖	v	verse
•	u	you
∖	w	with
∖	x	acts
-	y	why
∖	z	jes, sis, ep

∖	dis
∖	less
∖	mis
∖	ness
∖	con, coun
∖	com, come
∖	circum
∖	contra
∖	counter
∖	exter
∖	inter
∖	ference
∖	for, fore
∖	full
∖	ject
∖	ment
∖	scribe, script
∖	self
∖	sh, ship
∖	tial, shall
∖	ch, which
∖	ph, of
∖	th, that
∖	trans
∖	ou, thou
∖	co, who

∖	ai, ay.
∖	au, an
∖	aught, ought
∖	bought
∖	generation
∖	naut, nothing
∖	lk, likewise
∖	rn, religion
∖	right
∖	rough
∖	school
∖	should
∖	she
∖	his
∖	this
∖	these
∖	those
∖	thus
∖	their, there
∖	they
∖	them
∖	ng, thing
∖	thought
∖	through
∖	yes
∖	youth
∖	your
∖	ye



To Mr. ANNET on his SHORT-HAND.

WITH gen'rous aim the SCIENCES to rear,
And cultivate in each man's narrow Sphere,
Proclaims a *public* Spirit, and should raise,
From grateful minds, an earnest of their praise.

AMBITIOUS to be seen the friend of art,
The Muse is foremost, ANNET, on thy part;
Her trifling mite presages, that ere long,
Others will pay thee better than with song;
She marks where *industry* and *judgment* join,
And knows thy *genius* equals thy *design*;
Let this Experience vouch, the surest test,
And of all *heralds* under *Fame*, the best.

WHAT, tho' in some things I withhold applause,
Impartial Justice *here* sustains your cause;
In *speculation* tho' we ne'er agree,
In this, from all, I wrest the palm for thee.

J. ELDERTON.

To Mr. ANNET on his SHORT-HAND.

AS when thrown down from some excessive height,
With rapid force, descends a *mighty weight*;
Still as it flies, it *added swiftness* gains,
Till at the *lowest point* it *fix'd* remains:
So ANNET, long in copious swiftness grew,
SHORT-HAND, thine Art, till *center'd* now in you.
Hence no *preceding* hand shall boast his skill;
The *Palm* is given to thy superior quill;
Nor shall a *future* e'er thy *rules* remove;
None but thyself can ever thine improve.

A

W. KENRICK.

On seeing the ingenious Mr. ANNET's

SHORT-HAND improved, and revised for the Press.

INGENIOUS ANNET, with a gen'rous zeal,
 Exerts his talents for the common weal.
 SHORT-HAND IMPROV'D, so masterly his skill,
 Surpriz'd we find, *Short-Hand* made shorter still!
 Concise the method, and the manner plain,
 Symbols of things, the things in mind, retain.
 This dextrous Art let careful Students try,
 To save the time, the thoughts that swiftly fly.
 ANNET, Instructor of the *British* youth,
 A *Friend to Learning*, and a *Friend to Truth*;
 O were I list'd in the Muses throng,
 To equal thy *deserts*, I'd raise my song!
 Worthy that genius is of *public praise*,
 Who for the *public good* some useful art displays.

D. ROBERTS.

To Mr. ANNET on his NEW SHORT-HAND.

ANNET again upon the field appears,
 His *plan matur'd* and perfected by years:
 No touch unnatural now disgusts the sight,
 Where e'er you look it tempts the hand to write.

WELL may the World approve thy great Designs,
 When with thy zeal, an *equal genius* joins:
 One vote for merit still the Muse will give,
 And where thy Work is known thy Fame shall live.
 What, *tho' unknown to thee*, my vote I raise,
 Merit, not *Int'rest*, ever gains true praise.
 Practice by which true Merit's ever known,
 Practice has made thy useful Art my own;
 Unerring Practice points thy Worth to view,
 And Worth acknowledg'd makes Applause but due.
 Practice foresees thy lasting Use to Men,
 And unborn Genius blest thy skilful Pen.

J. PRIESTLY.

P
A *N* *N* *E* *T*'s *K*
SHORT-HAND;

Which,

From Thirty Years Trial and Experience,

AND INNUMERABLE

ALTERATIONS and IMPROVEMENTS,

IS RENDERED

MOST COMPLETE, PERFECT, AND EASY,

BOTH TO

Write and Read.

By this METHOD, which differs from all others, and is plainer than any extant, every Word is to be Written without taking off the Pen, and whole Sentences may sometimes be joined together; Also, the most exact ORTHOGRAPHY may be used, which in writing NAMES is often necessary.

SECOND EDITION.

London:

PRINTED FOR J. SMEETON, No. 148, ST. MARTIN'S LANE,
CHARING CROSS.

OF THE
USEFULNESS of SHORT-HAND.

SHORT-HAND is an art which comprehends much in little compass, and dispatches much business in little time. It is therefore of use to catch words not too hastily uttered, and volatile thoughts on the wing before they make their escape, which cannot be done in common hand writing: By this artificial midwife the pregnant mind is delivered by short and easy labours. It is a useful servant to the memory. It also preserves a good running hand from ruin, much hasty writing being able to spoil the best; therefore most men who study much, write badly; and if the productions of their studies chance to be exposed to public view in this hand, they are notwithstanding, concealed from public knowledge.

If a further recommendation be necessary, take the opinion of Mr. *Molyneux*, expressed in his letter to philosopher *Locke*, dated from Dublin, *August 12, 1693*, concerning the education of his son. "One thing more (says he) I shall venture to add to what you direct concerning writing, that is, I will have my son taught short-hand; I do not mean to that perfection to copy a speech from the mouth of a ready speaker, but to be able to write it readily for his own private business. Believe me, Sir, it is as useful a knack as a man of business, or any scholar can be master of. I have found the want of it myself, and seen the advantage of it in others frequently."

*Of the general Methods of SHORT-HAND;
and the peculiar Method of this.*

TO give the reader a notion of the general methods of short-hand that have been used, for his better understanding how this differs from them, I shall be as brief as possible.

It has been customary to make five places for the vowels, instead of writing characters for them; and each vowel was understood, by setting the consonant that followed it, in its appointed place, or a tittle if no consonant followed. The place for *a*, was over the consonant; *e* was against the upper corner of it; *i* and *y* against the middle; *o* against the lower corner; and *u* underneath, as in the margin.

But because of the trouble and confusion this occasioned, characters were invented for *a* and *u* by some, to write at the beginning or end of words, which being too long and unnecessary to mention, I shall not particularize. Some made one place serve for two vowels, as in the margin.

But it is easy to conceive, that this must occasion much difficulty and confusion. To avoid these mistakes, I formerly made the three places only for *a*, *e*, *i*, and *y*, and joined *o* and *u*.

But it is generally known and confessed by practitioners, that taking off the pen, and putting a tittle, or the next character into a certain place near the last, require as much time, and more trouble, than writing the vowel would do, if such simple characters could be found as to write on readily without hesitation: the trial will determine, whether my vowels do not answer the end desired with ease and expedition.

Though by my method all the vowels are written that are necessary; and tho' thereby the words appear to have more strokes, yet they are written with more ease, consequently with more readiness or dispatch, than is required to write those dislocated words which appear with less strokes; for what is most easy to do, is always most expeditiously done. And the end of this hand is rather to save time than paper; nor is it to deceive the eye by close and small writing, in making much appear to be little.

See the Alphabet for this Short-Hand in the copper-plate, and what word each letter set alone stands for.

The parts of words in page 6, are in Italics.

Double Letters, &c. for shortening common Words.

<i>blf</i> belief	<i>gl</i> gospel	<i>fol</i> several
<i>bng</i> being	<i>lk</i> likewise	<i>sh</i> ship ship
<i>bot</i> bought	<i>ld</i> lord	<i>th</i> that
<i>br</i> brother	<i>ls</i> less less	<i>aa</i> again, against
<i>brn</i> brethren	<i>mr</i> master	<i>dd</i> divided
<i>cnd</i> could	<i>ms</i> miss or mistress	<i>grn</i> generation
<i>cl</i> clergy or client	<i>ms</i> mis, mis	<i>gr</i> greater
<i>co</i> company	<i>mbr</i> member	<i>gnt</i> gentleman
<i>cof</i> cough	<i>mpr</i> emperor	<i>mk</i> mankind
<i>ch</i> which	<i>ng</i> thing ing	<i>mm</i> memorandum
<i>dd</i> double	<i>ns</i> ness	<i>pk</i> public
<i>ds</i> devil	<i>s</i> otherwise	<i>shd</i> should
<i>dr</i> doctor	<i>pb</i> of	<i>vn</i> heaven
<i>drn</i> doctrine	<i>pr</i> prayer	<i>vl</i> evil
<i>ds</i> dis des	<i>pl</i> people	<i>wd</i> would
<i>xl</i> excel	<i>ps</i> piece, peace	<i>ws</i> was
<i>xt</i> exit	<i>qr</i> quarter	<i>wr</i> were, where
<i>fol</i> following	<i>rd</i> received	<i>wt</i> what
<i>fr</i> father	<i>st</i> saint	<i>waut</i> wrought

Observations on the Forms of the Letters, and the Manner of making them.

THE Short-Hand letters are the most simple that I can possibly devise, or can be found in any Short-hand alphabet.

Observe 1, that the letters *c s z, d t, e i, v w, g j, k q,* which are near in sound, are near in form.

Observe 2, that of *d t, i e, q k, m n, ou o, ih b, ch u,* the former are longest; *w* is rounder than *v*.

Observe 3, that *y* is broad, and *i* is fine, and both these are also the same length.

Observe 4, that *e s z* are cast upwards, and made fine, tho' *s* may be struck downwards when it is more convenient so to do, but must always be fine, to distinguish it from *b*, which must always be broad, and carried downwards.

Observe 5, make the tittle for *z* by turning the pen round as you make *o*, otherwise it will not be made so plain and readily as may be imagined when joined to the beginning, middle, or end of words.

And

And *u* is signified thus: you may write the letter which comes before *u*, and join the next consonant to it, in such manner, that it may be known the pen was taken off in joining, and *u* is understood to come between. Understand the same of *ew*, which has the same sound of *eu* or *ue*.

INSTRUCTIONS.

The double and treble letters annexed to the words in page 6, must be written in short-hand letters.

Ch must be written when it sounds as in *which*, *child*: when *ch* sounds as *sh*, as in *chaise*, write *sh*: when *ch* sounds as *k*, as in *chaos*, write *k*.

The long *o* may be made standing, leaning or lying down.

For *a* or *an* before a word make a tittle; let *c* be used when it has the sound of *s*, or write *s* in its stead; but when it has the sound of *k*, use *k*.

I and *e* sounding short, are generally omitted.

F made full or black, signifies the word or termination *full*.

F is made long, to signify *from*.

G and *j* are both one character, because *g* often sounds like *j*.

M may be used at the end of a word for the termination *ment*.

O for the interjection *O*, as *O Lord*, may be joined to the word that follows it.

The character for *with* does not only signify *with* but *whither*, *wether*, *weather*, and *whether*.

Observe, never to use *w* and *y* as vowels; for as such they make an unnecessary redundancy, *eu* sounding the same as *ew*, and *i* or *e* having the same sound as *y* when it is used as a vowel.

When *you* comes before a word, a tittle may be set over it.

When *you* comes after a word, a tittle may be set under it.

When *e i* come together, make *e* blacker.

Concerning the Parts of Words.

THE few arbitrary characters in the plate are sufficient; for the rest, which are called prepositions and terminations, are easily made by the letters of the alphabet.

A letter

A letter cross with *s* is *sion, tion, cian, tian, &c.*

And as short-hand requires the readiest means that can be devised for dispatch, the great and small letters of the running hand of the writer, may be made an auxiliary thereto.

<i>A</i> Authority	<i>Q</i> Consequence	<i>b</i> humility
<i>B</i> Bishop	<i>R</i> Righteousness	<i>k</i> kingdom
<i>C</i> Capital	<i>S</i> Sovereign	<i>l</i> liberty
<i>D</i> Disciple	<i>T</i> Testament	<i>m</i> minister
<i>E</i> Ecclesiastes-ic	<i>U</i> Understand	<i>n</i> nevertheless
<i>F</i> { Fundamental	<i>V</i> Verily	<i>p</i> proper
{ Foundation	<i>M</i> Wickedness	<i>q</i> quality, qualify
<i>G</i> General	<i>X</i> Example	<i>rr</i> remember
<i>H</i> However		<i>s</i> scribe, script
<i>I</i> Israelite	<i>a</i> apostle	<i>ss</i> substance
<i>J</i> Jerusalem	<i>b</i> because	<i>f</i> signify
<i>L</i> Legislator	<i>cc</i> character	<i>t</i> therefore
<i>M</i> { Majesty	<i>d</i> distinguish	<i>i</i> trespass
{ Magistrate	<i>e</i> epistle	<i>tt</i> together
<i>N</i> Notwithstanding	<i>f</i> family	<i>w</i> we
<i>O</i> Opportunity	<i>ff</i> fulfil	<i>w</i> wherefore
<i>P</i> Principal	<i>g</i> govern	<i>x</i> except

Shortening Rules are used for the Sake of Expedition, the principal of which are these.

1. **D**ROP all unsounding letters. Write no double letters; and *b* only before a vowel, may generally be left out.—Vowels may be omitted where they are included in the sound of the consonants, and may be understood; but not between consonants that commonly sound together, especially if the vowel have a long or strong sound; and to this Rule may be added, that words of like sound are often understood by the sense, when they are written in the shortest manner, as *rite*, for write, right, wright, &c. Words may be shortened by writing only so many letters as are necessary to know what words are meant; especially if long, and words repeated, after writing them the first time.

Those letters that express the sound of a word best in the easiest manner may be written, tho' they are such letters as

are not commonly used to spell the word. This Rule teaches to exchange one letter for another nearer to the sound and more easy to write, as *cof* for *cough*.

3. The common abbreviations may be used in Short-hand letters, as Mr. Master, Col. Colonel, &c.

4. Shortening some words teach us how to shorten others, for having thought of making a little *a* for *apostle*, I soon made a little *e* for *epistle*. And a small *t* for *therefore*, led to a small *u* for *wherefore*. In like manner as *Dr* is *doctor*, *drn* is *doctrine*: something in this hand must always be left to exercise ingenuity. In many words letters may be omitted, as *bot* for *bought*, *thot* for *thought*, *brat* for *brought*, *taut* for *taught*, *faut* for *fought*, &c. as *blf* *belief*, so *bbv* *believe*, as *laf* for *laugh*, so *ruf* for *rough*, *tuf* for *tough*, *draft* for *draught*, *flit* for *flight*, &c. These and such like may be distinctly understood from words of a different nature where the vowel sounds short, because short sounding vowels are generally rejected; as *sd* for *said*, *nt* for *net*, but *net* is *neat*, so *ft* *fit*, because *fit* is *fight*, &c. But those that are disposed to be more exact, not being in a hurry, may add the final silent *e* to lengthen the sound of the vowel in less than half a moment's time.

5. An expert writer and reader of the short-hand may make the character that stands for a word, stand for that word diversified in all its different terminations, when by the reading he can understand it, as *b* for *have*, *hast*, *bath*, *bad*.

6. Things of a contrary nature are thus signified; after writing one of them, and cutting it short with a crooked stroke, the contrary sense is understood, as *life* is *life and death*; *heaven* is *heaven and hell*. And when the contrary is returned, use these, as, *Woe be unto them that call evil* (*who put darkness*) (that is, *Woe be unto them that call evil good, and good evil; who put darkness for light, and light for darkness. So the first shall be last*) (that is, *The first shall be last, and the last first*, &c.

7. When a sentence is repeated, draw a line under it, and place a caret where the repetition should be read again; and when the next sentence having no line under it, is added to the repetition make two carets, as,

Let the people praise thee, O God, let all $\wedge$ O let the nations be glad and sing for joy, for thou shalt judge the people righteously, and govern the nations upon earth. $\wedge$ $\wedge$ Then shall the earth yield her increase, &c.

Or Phil. iv. 8. *Finally brethren whatsoever things are true $\wedge$ honest $\wedge$ just $\wedge$ pure $\wedge$ lovely $\wedge$ of good report, If there be any virtue, and $\wedge$ praise, think on these things.*

8. When *ing* or *ed* brings a word too low, leave it out, and put a small comma in its room.

9. Those who cannot keep pace with the speaker, may sometimes write the principal words only of a sentence, and leave proper blanks for the words omitted, to be afterwards filled up by the writer's memory; for as a shorthand writer says, "If what is written from the mouth of a speaker in great haste, be reviewed, and corrected while the matter is fresh in the mind, the nicety which otherwise is requisite, may at first writing be very well spared, even by a common memory."

10. Instead of stops, distances may be used, or slanting dashes: But stops are not made use of when expedition is the principal aim.

Mr. Weston taught his scholars to omit *est* the sign of the second person, and *eth* the sign of the third; also *ly* the sign of the adverb; *y*, *ty* and *ity*, the signs of noun substantives; *ize* the sign of the verb; and generally the terminations *ance*, *ence*, *ancy*, *dant*, *antly*, *ently*.

ADDITIONAL INSTRUCTIONS.

NOTE, that in making a tittle for *z*, if you make it as *o*, and it be small, it is no matter whether the inner part be white or black, therefore when *oo* sounds like *u*, if it be pronounced short, as in blood, the character for *u* may suffice; when *oo* sounds long, make the character which stands for *oo* in the copper-plate, which is *o*, any way divided into two.

And to give any vowel its long sound, (for all the vowels have a long and a short sound) add *e* to the word, as *bate*, *bele*, *file*, *fope*, *tube*.

As - stands for *the*, make it broader for *be* for distinction-fake, and double it thus = or - - for *thee*.

The former *b* is now made *b*, because *b* is much used and *b* need scarce ever be used, but when it is strongly pronounced before a vowel; and for *cb*, *pb*, *sb* and *tb*, there are characters.

Make *in* with a little *n*; *than* and *then* larger.

A long nibbed pen is best to write this hand with, because it blots the least.

Many more alterations are made in the letters for their better joining, and for other reasons, which various trials only shewed to be more necessary and commodious; and now each character is so well adapted to its particular use, that I do not see how any alterations of the letters can mend the hand.

I have not given a specimen of this hand, as heretofore, out of some chapter of the bible, to enable the learner to read and understand it, but have contrived to exhibit a greater variety of characters in short sentences, the better to answer that end, and given the explanation of the shorthand plate in the next page, to make the reading easy without another book.

Thus I have finished my long laboured and desired work; and hope it may meet with the approbation of the Public.

Explanation of the Short-Hand in the Copper Plate.

1. The following sentences contain Examples of the double letters in page 6, and the nature of this hand.
2. A dutiful child loves father and mother, sister and brother, likewise a kind master or mistress.
3. Brethren should dwell together in unity—I remember how the South-sea Company once bubbled the nation.
4. There is a difference between good and evil, righteousness and wickedness, truth and falsehood, virtue and vice, right and wrong.
5. The doctrines of wisdom are of consequence to mankind—A kingdom or house divided against itself cannot stand.
6. Every member of an empire must be subject to the emperor's authority, also to the magistrates under him.
7. Lay hold on Opportunity, he is bald behind—Words applied to things external are used to things internal in religion.
8. Transgress not against the Commandments—Let the Israelite pray for the peace of Jerusalem—A young Saint, an old devil.
9. This generation shall not pass till all these things are fulfilled—Wise and upright Governors deserve honour.
10. Ministers of state who are patriots to their Country, are the friends of liberty against oppression, corruption, and tyranny.
11. The right of Sovereign power is derived from the people; and therefore sovereigns are or ought to be the fathers of their people.
12. He is greater that conquers his passions than he that subdues kingdoms—Be not superstitious—Ezra the Scribe wrote many scriptures.
13. It is owing to ministerial influence—He took out an administration in the Commons—The Clergy are ministers of the gospel.
14. Men of bad principles are too often Principal men in affairs that principally concern the happiness of the common-wealth.
15. If you seek truth be not too credulous: Examine the foundation by the laws of nature and reason.
16. What signifies it to catch at a shadow and lose the substance; this is a substantial loss that will be lamented.
17. He who governs an army generally understands the laws of Arms, and is the Legislator in the battle.
18. The generous and just man will always have a better character than a miser that is only legally honest.
19. Ecclesiastes 9 chap. 10 verse, Whatsoever thy hand findeth to do, do it with thy might.
20. For there is no work, nor device, nor knowledge, nor wisdom in the grave whither thou goest.

- 1 - 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20



